

EG&G
SUPERSEDED
DOCUMENT

ROCK FLATS PLANT

Manual No.:

2-11000-ER-ADM
(a.k.a. 3-21000-ADM)

**ERM ADMINISTRATIVE
PROCEDURES MANUAL**

Procedure No.:

Table of Contents, Rev 15

Page:

1 of 2

Effective Date:

11/01/93

CATEGORY 1

Organization:

Environmental Restoration

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FOR
ENVIRONMENTAL RESTORATION MANAGEMENT
ADMINISTRATIVE PROCEDURES MANUAL**

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|--------------------------|---|-----------------|---------------------------|
| 01.01 | ER Organization | | |
| 02.01 | Training | 0 | 06/19/92 |
| DCN 93.01 | Provide Consistency | 0 | 01/05/93 |
| 02.02 | Personnel Qualifications | 0 | 08/15/91 |
| 03.04 | Control of QAA Development | 0 | 09/23/91 |
| 04.01 | Procurement Document Control | 0 | 04/08/92 |
| 05.01 | Procedure Development | 0 | 08/02/91 |
| *93-DMR-000547 | | 0 | 11/01/93 |
| 05.03 | RFI/RI Work Plan Development | 0 | 08/15/91 |
| DCN 93.01 | Technical Memoranda | 0 | 08/18/93 |
| 05.05 | Document Review | 0 | 08/02/91 |
| 05.07 | Preparation of Procedure Change Notices | 1 | 09/23/91 |
| *93-DMR-000548 | | 1 | 11/01/93 |
| DCN 92.01 | Revision to DCN Expiration Date | 1 | 09/08/92 |
| DCN 93.01 | Procedure Consistency | 1 | 01/25/93 |
| 05.08 | Forms Control | 0 | 09/23/91 |
| 05.11 | Preparation of Instructions | 0 | 04/08/92 |
| 06.01 | Document Control | 0 | 08/02/91 |
| DCN 93.01 | Add Distribution of Working Copies | 0 | 05/18/93 |
| 08.01 | Control and Identification of Items, Samples, and Data | 0 | 04/08/92 |

**DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991**

ADMIN RECORD

A-SW-001318

SUPERSEDED DOCUMENT

ROCKY FLATS PLANT

Manual No.:

**2-11000-ER-ADM
(a.k.a. 3-21000-ADM)**

**ERM ADMINISTRATIVE
PROCEDURES MANUAL**

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Environmental Restoration

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| 10.01 | Inspections | 0 | 04/08/92 |
| DCN 92.01 | Revision to Inspection Reporting Format | 0 | 12/08/92 |
| DCN 93.01 | Checklist Approval Revision, Section 5.1.12 | 0 | 01/07/93 |
| 12.01 | Control of Measuring and Test Equipment | 0 | 04/08/92 |
| 15.01 | Control of Nonconforming Items and Activities | 1 | 10/12/92 |
| 16.01 | Corrective Action | 0 | 04/08/92 |
| 17.01 | Quality Assurance Records Management | 0 | 02/28/92 |
| DCN 93.01 | Record Transmittal Form Modification | 0 | 03/08/93 |
| DCN 93.02 | Modification of Records Acceptance and Access Control | 0 | 06/07/93 |
| 17.02 | Administrative Records Screening and Processing | 0 | 12/07/92 |
| 18.02 | Surveillance Activities | 1 | 04/08/92 |
| 18.03 | Readiness Review | 0 | 08/02/91 |
| AQD.08 | Preparation of EPA Form R | 1 | 10/10/91 |

DOCUMENT MODIFICATION REQUEST (DMR)

Page 1 of 2

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

1. Date
9/1/93

25.

DMR. No. 93-DMR-000548

2. Existing Document Number/Revision
3-21000-ADM-05.07, Rev. 1

3. New Document Number or Document Number if it is to be changed with this Revision NA

4. Originator's Name/Phone/Fax/Location
S. Woolfolk/6904/NA/Bldg 80

5. Document Title
Preparation on Document Change Notice

6. Document Type ■ Procedure
☐ Other _____

7. Document Modification Type (Check only one)

☐ New ☐ Revision ☒ Intent Change ☒ Nonintent Change ☐ Editorial Correction ☐ Cancellation

8. Item 9. Page 10. Step

11. Proposed Modifications

- | 8. Item | 9. Page | 10. Step | 11. Proposed Modifications |
|---------|------------|---|---|
| 1. | NA | NA | Add Table of Contents and List of Effective Pages to the beginning of the procedure. |
| 2. | 1 | 1.0 | Change "EMD" to "Environmental Restoration Management (ERM)" |
| 3. | 1,2,6, & 7 | 2.0, / 3.3,3.7 (both), 3.10,4.3, 5.1.8, & 6.0 | Change "EMD" with "ERM" throughout the balance of the procedure |
| 4. | 1 | 2.0 | Change "Environmental Management Department (EMD)" to ERM |
| 5. | 1 & 2 | 3.2 & 3.3 to 3.7 (both) | Eliminate step 3.2 and revise numbers for sections 3.3 to 3.7 by decreasing by one and leaving the second 3.7 number as is. |
| 6. | 1 | 3.3 | Change "Environmental Management Department" to "Environmental Restoration Management" |
| 7. | 1 | 3.4 | Change "PA - Performance Assurance Operation" to "PPG - Plant Procedures Group" |
| 8. | 1 | 3.5 | After "A form" insert "(specifically the Document Modification Request)" |

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

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DOCUMENT

12. Justification (Reason for Modification, EJOI, TPI, etc.)

Modify this procedure for consistency with 1-A01-PPG-001 and reflect changes in organizations.

Addition non intent / editorial changes added at the request of SAA: *[Signature]* 9/30/93

If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurrer initials, and signs in Block 14, and dates in Block 15.

| 13. Organization | 14. Print and Sign (if applicable) | 15. Date (if applicable) |
|------------------|--|--------------------------|
| FOM | Signature on File Annette Schaeffer / NA | 9/24/93 |
| PI&R | Signature on File W.A. Hunt / NA | 9/24/93 |
| RRD | LAURA TYLER <i>[Signature]</i> | 9-30-93 |
| EQS | KAYE BENTZEN <i>[Signature]</i> | 9-19-93 |
| RPM | Signature on File W.S. Buchy / NA | 9/24/93 |
| Geosciences | Signature on File Stephen Singer / NA | 9/22/93 |
| ET&T | Signature on File Gary Anderson / NA | 9/23/93 |
| SPRP | Signature on File S.R. Keith / NA | 9/21/93 |
| SM | Signature on File Darryl D. Stagg / NA | 9/25/93 |
| PPG | <i>[Signature]</i> J.B. O'Meara 9/30/93 | 9/30/93 |
| S&SPE | <i>[Signature]</i> JON E. HOFF | 9/30/93 |
| SME | Steven Woolfolk <i>[Signature]</i> | 9/2/93 |

16. Originator's Supervisor (print/sign/date)

M. Frenchel *[Signature]* MICHAEL G. FURNOUK JR 9/8/93

17. Assigned SME/Phone/Fax/Location
S. Woolfolk/6904/NA/Bldg 80

18. Cost Center
3021

19. Change Number
926512

20. Requested Completion Date
8/10/03

21. Effective Date
NA

22. Accelerated Review?
Yes ☐ No ☒

23. OKC Review
OKC Review NOT Required

24. Approving Manager (print, sign, date)

KAYE BENTZEN *[Signature]* 10-6-93

REVIEWED FOR CLASSIFICATION/UCI

BY _____ NA
DATE _____ NA

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

25.

DMR. No. 93-DMR-

2. or 3. Document Number/Revision
3-21000-ADM-05.07, Rev. 1

3. Document Title

Preparation of Document Change Notice

| 8. Item | 9. Page | 10. Step | 11. Proposed Modifications |
|---------|----------|-----------------------------|--|
| 9. | 2 | 3.7 (2nd) | Change "Division" to "Division/Department" and "Manager" to "Manager/Director" |
| 10. | 2 | 3.10 | Delete "3-21000-ADM-05.09" and add "(when issued)" to the end of the sentence. |
| 11. | 3 | 5.1.1 (2) (a & b) | Add "added to the form" after "Expires line" |
| 12. | 6 | 5.2.1 | Remove "PA" and add "PPG through ERM document control" |
| 13. | 7 | 6.1 & 6.4 | Eliminate references 6.1 and 6.4 and renumber reference list. |
| 14. | 7 & 8 | 7.0 (1) & Attach 1 | Change Title to "Document Modification Request (DMR)" |
| 15. | 7 & 9 | 7.0 (2) & Attach 2 | Change Title to "DMR Instructions" and add sample Expires line. <i>9/30/93</i> |
| 16. | 8 | Attach 1 | Replace DCN with DMR form (2 pages) |
| 17. | 9 | Attach 2 | Replace 2nd page of DCN with DMR instructions. <i>9/30/93</i> |
| 18. | 4 | 5.1.1 6 | Remove description of numbering mechanism and instead reference PPG as source of numbers for procedures. <i>9/30/93</i> |

12. Justification (Reason for Modification, EJOI, TPI, etc.)

NA

PREPARATION OF DOCUMENT CHANGE NOTICE

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
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Page: 1 of 9
Effective Date: 9/23/91
Organization: Environmental Management

Category 1

TITLE:
PREPARATION OF DOCUMENT
CHANGE NOTICE

Approved By:

EG&G

SUPERSEDED

9/23/91
Date

Director, Environmental Management

1.0 PURPOSE

This procedure describes the process for issuance of urgent or temporary changes to EMD procedures, Workplans (WPs), and Quality Assurance Amendments (QAAs) and other work instruction documents.

2.0 SCOPE

This procedure must be invoked when the Responsible Manager determines a procedure must be changed immediately. This procedure specifies the required steps for developing and issuing DCNs for all EMD procedures, WPs, QAAs, and other instruction documents within the Environmental Management Department (EMD). This procedure may be initiated by any EMD or subcontractor personnel. Forms specified in this procedure maybe superseded by upper level procedures for some procedures or documents.

3.0 TERMS/DEFINITIONS

- 3.1 DCC - The Document Control Coordinator (DCC) is responsible for management of records addressed in 3-21000-ADM-06.01, Records Management.
- 3.2 E&WM - Environmental and Waste Management Operation
- 3.3 EMD - Environmental Management Department
- 3.4 PA - Performance Assurance Operation
- 3.5 DCN - A form for making a temporary or urgent change to a work instruction document (See Attachment 1 and 2).

REVIEWED FOR CLASSIFICATION

By [Signature]

Date 9/23/91

PREPARATION OF DOCUMENT CHANGE NOTICE

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TITLE:
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CHANGE NOTICE

Approved By: SIGNATURE ON FILE

SIGNATURE ON FILE 9/23/91
Director, Environmental Management Date

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Attachments

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LIST OF EFFECTIVE PAGES

| <u>Pages</u> | <u>Effective Date</u> | <u>Change Number</u> |
|--------------|-----------------------|----------------------|
| 0 | DD 10/31/93 | 93-DMR-000548 |
| 1 | DD 10/31/93 | 93-DMR-000548 |
| 2 | DD 10/31/93 | 93-DMR-000548 |
| 3 | DD 10/31/93 | 93-DMR-000548 |
| | | DCN # 3-21000-ADM- |
| | | 05.07, R1 93.01 |
| 7 to 19 | DD 10/31/93 | 93-DMR-000548 |

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TITLE:
PREPARATION OF DOCUMENT
CHANGE NOTICE

Approved By:

SIGNATURE ON FILE
Director, Environmental Management

9 /23 /91
Date

1.0 PURPOSE

This procedure describes the process for issuance of urgent or temporary changes to Environmental Restoration Management (ERM) procedures, Workplans (WPs), and Quality Assurance Amendments (QAAs) and other work instruction documents. 93-DMR-000548

2.0 SCOPE

This procedure must be invoked when the Responsible Manager determines a procedure must be changed immediately. This procedure specifies the required steps for developing and issuing DCNs for all ERM procedures, WPs, QAAs, and other instruction documents within the ERM. This procedure may be initiated by any ERM or subcontractor personnel. Forms specified in this procedure may be superseded by upper level procedures for some procedures or documents. 93-DMR-000548

3.0 TERMS/DEFINITIONS

- 3.1 DCC - The Document Control Coordinator (DCC) is responsible for management of records addressed in 3-21000-ADM-06.01, Records Management.
- 3.2 ERM - Environmental Restoration Management
- 3.3 PPG - Plant Procedures Group
- 3.4 DCN - A form (specifically the Document Modification Request) for making a temporary or urgent change to a work instruction document (See Attachment 1 and 2).
- 3.5 QAA - A QAA is an amendment to the QAPjP which is applicable to the specific work plan activities it addresses. 93-DMR-000548

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3.6 QAPM - ERM Quality Assurance Program Manager

3.7 Responsible Manager - The responsible manager is the Division/Department Manager/Director or designee for Division/Department-specific procedures. The ERM Manager is the responsible manager for ERM level procedures.

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3.8 RFP - Rocky Flats Plant

3.9 Work Instruction Document - A quality affecting document which controls work activities.

3.10 Work plan (WP) - A document describing the requirements and methods for completion of an ERM activity. These workplans are prepared per 3-21000-ADM-05.03, RFI/RI Work Plan Development or ERM Work Plan Development (when issued).

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4.0 RESPONSIBILITIES

4.1 The DCN originator prepares the draft DCN in accordance with this procedure.

4.2 The Responsible Manager reviews and approves valid DCNs.

4.3 ERM QAPM is responsible for review and concurrence with the DCN generated in accordance with this procedure.

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4.4 The document control organization, as appropriate, has responsibility for distribution of the DCN.

5.0 PROCEDURE

5.1 DCNs For Procedures

5.1.1 The originator prepares a DCN (see Attachments 1 and 2) containing the following the steps listed below:

1. Record the procedure name, number, revision, effective date, the current date, and the page number on the DCN forms.

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2. Document DCN revision type and expiration date.

- a. If this is a temporary change, the date the change expires is recorded on the form. The date shall be within 1 year of the issuance date and must be recorded on the "Expires" line added to the form. Periods greater than 1 year for temporary procedures require authorization of the QAPM. Typically this extend period applies to limited scope DCNs.

DCN 92.01

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DCN 92.01

Check the block indicating that a procedure revision is not required.

- b. If this is not a temporary change, record the date 1 year from the current date on the "Expires Line" added to the form.

DCN 92.01

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Check the block indicating that a procedure revision is required.

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- c. Indicate any scope limitations. (e.g. This DCN applies to well X-15 of OU-3 only.) If there is no scope limitations indicate "NA". It is typically helpful to highlight (by underlining and/or bolding) the actual location in the scope limitation. (Scope limitations shall be specified on all pages of the DCN.)
3. Record on the form, the Item number (a sequential numbering of the changes), the procedure page number on which the change is to be made, the step or paragraph number, and a clear description of each change. The description shall state the revision in a clear concise manner, directed towards use of the procedure.
4. Document the justification at the bottom of the form.
5. Record the total number of pages on each page of the DCN.
6. Call the ERM document control organization for the DCN number on the form. ERM document control will obtain DCN numbers for procedures through PPG.
7. Record the DCN number on the form.
- 5.1.2 Initial and date the form in the line labelled "User".

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- 5.1.3 Arrange for review of the DCN by the Responsible Manager, the QAPM, and any others designated by the Responsible Manager.

NOTE

This review may be in writing, by verbal communication, or other expeditious means.

- 5.1.4 Comment disputes may be resolved by the Responsible Manager.
- 5.1.5 Obtain concurrence with this DCN from individuals specified by the Responsible Manager, and have them document their concurrence by initialing as "Others" on the DCN. This may be done verbally, if required, and documented as such.
- 5.1.6 Obtain concurrence of QAPM or designee with this DCN, by having the QAPM or designee initial and date the DCN. This may be done verbally, if required, and documented. If done verbally, identify individual who provided the QAPM concurrence, specify concurrence was verbal, then sign and date in the concurrence block.
- 5.1.7 Obtain the Responsible Manager's approval of this DCN by having the Responsible Manager or designee sign and date the DCN.

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- 5.1.8 If the DCN is disapproved as a result of this process, record the reasons why in the justification section of the form and send the original to the ERM record system, with copies to the originator. 93-DMR-000548
- 5.1.9 If the DCN is not approved, terminate this procedure.
- 5.1.10 If immediate action is needed, attach a temporary copy of the DCN to your controlled procedure. Label it clearly as "TEMPORARY EXPIRES" then write the date seven days after approval date of this DCN. This DCN may now be used for seven days while awaiting Controlled Distribution of the DCN.

NOTE

Users/controlled copy holders may elect to annotate their copy of the document. As long as this annotation references the DCN number, this is an acceptable method of implementing the DCN. The DCN shall still be attached at the beginning of the procedure.

- 5.1.11 Forward the DCN to the QAPM for distribution through the appropriate document control organization. A transmittal letter is not required.
- 5.1.12 Upon receipt of the controlled copy of the DCN, remove the Temporary Copy attached in step 5.1.10 and destroy it.
- 5.1.13 Place the controlled copy of the DCN at the beginning of the procedure.

5.2 Work Plans, QAAs, and other Work Instruction Documents

- 5.2.1 The process for issuance of a DCN for a WP or QAA is the same as for a procedure specified in Section 5.1, without the involvement of PPG through ERM document control. 93-DMR-000548

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5.2.2 The required reviewers for this DCN include the responsible manager, QAPM, and other effected organizations.

6.0 REFERENCES

- 6.1 ERM Administrative Procedures Manual, 3-21000-ADM-06.01, Document Control procedure
- 6.2 ERM Administrative Procedures Manual, 3-21000-ADM-17.01, Records Management procedure
- 6.3 ERM Administrative Procedures Manual, 3-21000-ADM-05.03, RFI/RI Work Plan Development
- 6.4 ERM Administrative Procedures Manual, 2-E20-ER-ADM-05.09, ERM Work Plan Development

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7.0 ATTACHMENTS

- 1. Document Modification Request (DMR)
- 2. DMR Instructions

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ATTACHMENT 2 DMR Instructions

Note: This appendix contains instructions to complete a DMR. The sequence to be followed when completing a DMR can be found in the Instructions sections of this procedure.

| BLOCK | COMPLETED BY: | INSTRUCTIONS |
|-------|-----------------------------------|--|
| 1 | Originator | Enter date of request. |
| 2 | Originator | For NEW, enter N/A. For all other modifications, enter existing document # and revision #. |
| 3 | Responsible Manager | For NEW or Revisions with changing numbers, contact Plant Procedure Control. For all other modifications, enter N/A. |
| 4 | Originator | Enter name/telephone #/pager/work location. |
| 5 | Originator | Enter document title. |
| 6 | Originator | For processing a procedure or a change to a procedure, check (✓) <i>Procedure</i> . |
| 7 | Originator | Check (✓) type of modification (only one box). |
| 8 | Originator | For NEW, enter N/A. If summarizing for Revision, Intent, or Nonintent, enter N/A. If NOT summarizing, enter sequential item # to be changed. For editorial corrections, enter sequential item #. For cancellations, enter N/A. |
| 9 | Originator | For NEW, enter N/A. If summarizing for Revision, Intent, or Nonintent, enter N/A. If NOT summarizing, enter page # to be changed. For editorial corrections, enter page #. For cancellations, enter N/A. |
| 10 | Originator | For NEW, enter N/A. If summarizing for Revision, Intent, or Nonintent, enter N/A. If NOT summarizing, enter step # to be changed. For editorial corrections, enter step #. For cancellations, enter N/A. |
| 11 | Originator | Summarize or provide word-for-word proposed modification. |
| 12 | Originator | Enter justification. |
| 13 | Responsible Manager | List all reviewing/concurring disciplines. |
| 14 | Responsible Manager | For NEW or Revision, enter N/A. |
| | Reviewing Organizations | For all other modifications, print and sign. |
| 15 | Responsible Manager | For NEW or Revision, enter N/A. |
| | Reviewing Organizations | For all other modifications, enter date signed. |
| 16 | Originator's Supervisor | If DMR is to be processed, print, sign, and date. |
| 17 | Responsible Manager | Enter SME name/telephone #/pager/work location. |
| 18 | Responsible Manager | Enter cost center for Responsible Manager's organization. |
| 19 | Responsible Manager | Enter charge # for Responsible Manager's organization. |
| 20 | Responsible Manager | Enter requested completion date. |
| 21 | Responsible Manager | For changes only, assign effective date after completion of Blocks 22 and 23. |
| 22 | Responsible Manager | For NEW procedures, check (✓) NO. For normal review, check (✓) NO. For accelerated review of Revisions (must be less than 50% rewrite), and all changes, check (✓) YES. |
| 23 | Responsible Manager | For changes only, if ORC review is not required, enter <i>ORC review not required</i> . |
| | ORC | For changes only, if ORC review is required, enter the meeting number followed by the date. |
| 24 | Responsible Manager | If the DMR is to be processed, and all other blocks have been completed, print, sign, and date. |
| 25 | Responsible Procedure Coordinator | For Classified, contact Plant Procedure Control for DMR #. |
| | Plant Procedure Control | For Unclassified, forward to Plant Procedure Control for DMR #. |

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